



OFFICE OF THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

PERSONNEL AND
READINESS

SEP 11 2006

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Constitution Day and Citizenship Day

Public Law 108-447 designates September 17 of each year "Constitution Day and Citizenship Day" to commemorate the signing of the Constitution and to recognize all who, by coming of age or by naturalization, have become citizens. In doing so, we offer all Department of Defense (DoD) employees the opportunity to reaffirm their commitment to the principles of liberty, justice, and democracy that guide our great Nation and inspire others around the world. This year however, the Department of Defense will observe Constitution Day and Citizenship Day on Monday, September 18, since September 17 occurs on a weekend.

In accordance with Public Law 108-447, Heads of DoD Components shall provide training and educational materials on the Constitution to all DoD employees on Constitution Day and Citizenship Day annually, and to all new employees as part of their new employee orientation. To that end, attached are the goals and milestones we established for achieving this requirement for 2006.

In 2005, we launched a website containing educational and training materials appropriate for the DoD workforce. The information contained in the Defense Civilian Personnel Management Service website, available at <http://constitutionday.cpms.osd.mil>, has been refreshed and may be used to meet the statutory requirement. You are also encouraged to conduct ceremonies and special programs that celebrate our Constitution. Consistent with mission accomplishment, the DoD Components shall make duty time available for this purpose.

In order to evaluate this year's experience and plan for next year's observance, we request that each Component submit a report on its implementation to the Office of the Deputy Under Secretary of Defense (Civilian Personnel Policy) by November 17, 2006. The report should include:

- a statement affirming that the statutory requirement has been met by the Component;
- a description of Component efforts and initiatives to promote Constitution Day and Citizenship Day; and

- lessons learned and/or recommendations for improving DoD recognition of Constitution Day and Citizenship Day in future years.

Please join me in making Constitution Day and Citizenship Day a time for DoD employees to reflect on and reaffirm their rights and obligations as citizens, and to honor the commitments and sacrifices made by DoD personnel in defense of our Nation.

A handwritten signature in cursive script, reading "Patricia S. Bradshaw". The signature is written in dark ink and is positioned above the printed name and title.

Patricia S. Bradshaw
Deputy Under Secretary of Defense
Civilian Personnel Policy

Attachment:
As stated

Plans for Constitution Day and Citizenship Day (CDCD) 2006

- Plans For Constitution Day and Citizenship Day 2006. To support the DoD observance of CDCD in 2006, CPMS has established three goals and numerous supporting actions, as follows:
 - GOAL 1. Resolve connectivity problems occurring in 2005.
 - Information Systems Division (ISD) of CPMS plans to contract for additional bandwidth to support a variety of CPMS program needs. This contract will enable worldwide access to the CDCD site as an anticipated spike in service in September 2006. Cost estimate for contract: \$45,000.
 - It is proposed that all three HTML bandwidth versions of the CDCD course (high, low, and 508 compliant) should be made available on the website. This would enable those DoD employees with dial-up connectivity or a saturated local area network to more quickly access the information.
 - Time Frame: April 15, 2006 to July 1, 2006
 - Milestones:
 - Contract for excess bandwidth for an additional year (from September 2006 to September 2007) – July 1 (ISD)
 - Reload and test 3 HTML bandwidth course versions – April 15
 - GOAL 2. Implement CDCD website improvements and enhancements. The following improvements/enhancements fall into three areas: re-design of the web pages; inclusion of additional resources; and changes in the CDCD course quiz. No change in course content is recommended at this time
 - Change the appearance of the CDCD web page to provide a more stimulating, positive, and attractive design, similar in quality to the NSPS website.
 - Revise the “welcome” message from M. Fitzgerald to P. Bradshaw.
 - Insert a brief statement in the second paragraph that expands on the intersection of Constitution Day and Citizenship Day.

- Add links to several additional websites suitable for DoD employees to gather additional information about CDCD.
- Develop and add to the website original DoD content material on CDCD (e.g., suggested CDCD-related activities for commanders, individuals, and families; articles developed under Goal 3).
- Draft updated DoD policy and leadership support memos; load signed copies to the website.
- Change the quiz section of the course by developing a set of different question items and adding a set of “advanced” or more challenging questions. The successful completion of these advanced questions would lead to an “Advanced” certificate of completion.
- Time frame: June 1 to July 15, 2006
- Milestones:
 - Design and load changes in CDCD website appearance – June 1
 - Revise “welcome” message - June 1
 - Draft statement on the connection between Constitution Day to Citizenship Day – June 15
 - Draft new DoD content for approval – July 1
 - Draft leadership support and policy memos, as needed, for approval – July 1
 - Change CDCD course quiz – July 15
- Goal 3. Implement enhanced communications strategy. The purpose of this set of communications goals is to increase awareness of Constitution Day and Citizenship Day throughout the Department well ahead of the September 17 commemoration, and to provide tools to assist the Components in reaching more employees.
- Provide information at the 2006 Human Resources Worldwide conference to promote the September celebration of CDCD; encourage attendees to initiate their own CDCD events; and provide suggestions on materials and resources to celebrate CDCD.

- Prepare publicity material and information promoting CDCD for internal distribution through public affairs offices.
- Identify new media (books, films, brochures, etc.) on CDCD available to be used in DoD Components, including sources for purchasing (e.g., pocket Constitution books).
- Request DFAS to insert a statement promoting CDCD on the Leave and Earnings Statement (LES) at a designated time during August or September 2006.
- Assist Components in reaching staff that is without access to computers – via alternative instructional methods (e.g. videos using CD-ROM, DVD, printed materials, or a combination of methods/techniques). Specific methods are to be determined through on-going work with representatives of the Components.
- Time frame: April 15 to October 2006
- Milestones:
 - Prepare continuous series of original articles (from May to September 2006) for publication in CPMS Express and distribution through DoD public affairs channels, dealing with various CDCD-related topics – April 15 and continuing through October
 - Prepare for and make presentation at 2006 HR World-Wide conference – July
 - Identify new media for Components – July 1
 - Work with DFAS for CDCD message on LES – July 1
 - Work with Component representatives to devise alternative instructional methods for providing CDCD information. – July 1

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